

Opening Date: April 29, 2022  
Closing Date: Open Until Closed  
Work Location: Austin, Texas OR a field office in TX  
Posting Number: 22-60R  
Monthly Salary: \$3,562.00 - \$5,142.67\*  
Group/Class: B18-B22/ 0650-0652  
Travel %: 5%  
Division/Department: WSI/PAR/Reporting  
Number of Positions: 1

\*Salary commensurate with experience and qualifications.  
\*\* Previous applicants will be considered

## JOB VACANCY NOTICE

### Flood Reporting Coordinator (Data Analyst I-III)

## REPOST\*\*

Texas Water Development Board, Stephen F. Austin Building  
1700 North Congress Ave., Room 670, Austin, Texas 78701  
Please contact Human Resources for accommodation requests.  
Phone: (512) 475-2142  
Apply at: Work in Texas [www.workintexas.com](http://www.workintexas.com) OR  
[HR@twdb.texas.gov](mailto:HR@twdb.texas.gov)

The Texas Water Development Board (TWDB) endorses telecommuting and hybrid workplace plans, in addition to other flexible work alternatives. We offer competitive compensation and benefits package including medical, dental, vision, 401(k), flexible spending, and flexible work hours so you can have a work/life balance! For more information about these benefits and more visit:  
<http://www.twdb.texas.gov/jobs/benefits.asp>.

### Veteran's Preference

Veterans, Reservists or Guardsmen with an MOS or additional duties that fall in the fields of IS – Intelligence Specialist, 35F Intelligence Analyst, 8850 Operations Analyst or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply.

Additional Military Crosswalk information can be accessed at  
[http://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_PlanningResearchandStatistics.pdf](http://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_PlanningResearchandStatistics.pdf)

### Job Description Summary

Performs entry-level to moderately complex (journey-level) data analysis and data research work. Work involves conducting detailed analysis of and extensive research on data, providing results, and monitoring and implementing data quality standards. Works with cross-divisional, cross-office teams in data gathering and analysis projects, preparation of all reports for the Flood Infrastructure Fund, Texas Infrastructure Resiliency Fund, and any other flood-related financial assistance program. Work involves entering, compiling, analyzing, and reporting on TWDB's financial assistance and project information maintained within TxWISE, the agency-wide database. Builds and maintains database queries and reports. Assists other sections of the Reporting Department in completing and implementing long-term projects. Initiates, assists, maintains, and leads enhancement projects for agency databases. Trains, leads, and may prioritize the work of others. Works under close to general supervision, with minimal to limited latitude for the use of initiative and independent judgment. Reports to the Manager of the Reporting Department.

### Essential Job Functions

- Prepares, analyzes, and distributes informational reports for the Flood Infrastructure Fund, the Texas Infrastructure Resiliency Fund, and any other flood-related financial assistance program.
- Design and build tools for data collection, extraction, and analysis using SQL-based programs and other data analytic software.
- Responds to requests for information on an ad hoc basis for the public, the Office of Water Supply and Infrastructure, Executive-level management, the agency's Board Members or their respective staff.

Female and minority applicants are encouraged to apply.

The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, sexual orientation, age, or disability in employment or provision of services, programs, or activities.  
Please visit TWDB Career Page: <http://www.twdb.texas.gov/jobs/> for more information.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. Candidates must be eligible to work in the United States without requiring sponsorship. Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed State of Texas application unless indicated.

TWDB participates in E-Verify! Information from each new employee's Form I-9 will be provided to the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) to confirm work authorization.

HR-002 (Non-Supervisory)  
Revised 06/26/2020



The TWDB is in compliance with the Americans with Disabilities Act and makes reasonable accommodations for applicants and employees with disabilities. If a reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits of employment, please contact the Human Resources Division for assistance at (512) 475-2142. Deaf and hard of hearing applicants may contact our office via Relay Texas at 1-800-735-2989 (TTY/TDD).

## Job Vacancy Notice (cont.)

Posting number \_\_\_\_22-60\_\_\_\_

- Maintains a library of data analysis tools, queries, and reports.
- Assists with developing software applications or programming as a means for improvements in operational efficiencies.
- Updates and maintains all existing desktop procedures related to the reporting duties included in their performance plan.
- Initiates, assists, and works with cross-divisional teams to complete updates/upgrades for the agency's databases.
- Completes monthly, quarterly, biannual, and annual submission of federal and state reports covering the agency's various financial assistance programs; ensures accuracy of the information provided from delegated staff.
- Assist other sections of the Reporting Department in completing and implementing long-term projects.
- Maintains confidential and sensitive information.
- Ensures individual and team files (electronic and hard versions) are appropriately maintained and timely disposed of in accordance with the agency's records retention procedures and schedule.
- Maintains required certifications and licenses and meets the continuing education needs and requirements of the position to include, attending mandatory training courses.
- May be required to operate a state or personal vehicle for business purposes.
- Performs other duties as assigned.

### **Minimum Qualifications**

- Graduation from an accredited four-year college or university with a degree in Data Science, Business Analytics, Computer or Information Science, Statistics, Social or Political Science, Planning, Statistics, Mathematics, Engineering, Business, Finance, or other related fields.
- **Data Analyst (DA) I:** One year of work experience in data analysis, business analysis, auditing, finance, statistics, or a similarly related field.
- **DA II:** Three years of progressive work experience with data analysis, business analysis, auditing, finance, statistics, or a similarly related field.
- **DA III:** Five years of progressive work experience with data analysis, business analysis, auditing, finance, statistics, or a similarly related field.
- Previous experience with SQL Server Management Studio, or a similar software, building queries.
- Relevant education and experience may be substituted on a year-for-year basis.

### **Preferred Qualifications**

- One to three years of progressive work experience with financial assistance programs, procurements, and/or grants within the water industry, engineering field, finance industry, a governmental agency, and/or another related industry.
- Previous experience with Tableau, Power BI, or a similar data analytics software program.
- Previous experience with SQL Server Reporting Services, or a similar software, building reports.

### **Knowledge, Skills, and Abilities (KSAs)**

- Knowledge of local, state, and federal laws and regulations relevant to the Reporting Department; and of the principles and practices of public administration.
- Knowledge of financial systems, word processing, database querying, and spreadsheets.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Knowledge of state and federal financial assistance programs.
- Skills in using Microsoft Office programs such as Word, Excel, and Access.
- Skills in use of internet, email, word processing, spreadsheet, presentation, and database software.
- Skills in using Microsoft Teams, Project, Planner, and other organization software applications.

## Job Vacancy Notice (cont.)

Posting number \_\_\_\_22-60\_\_\_\_

- Skills in identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Skills in interpersonal skills and the ability to interact effectively with a wide variety of customers and stakeholders.
- Ability to adhere to work schedules, follow procedures with respect to leave and submit accurate timesheets by prescribed deadlines.
- Ability to make mature, objective decisions and identify areas of potential problems.
- Ability to perform effectively and willingly when changes occur in scope and nature of the work and work environment.
- Ability to perform routine and non-routine work assignments accurately and on-time with little or no supervision.
- Ability to perform assigned duties and improve work habits and/or output.
- Ability to complete assigned work, on time, neatly and with infrequent errors.
- Ability to interpret policies, procedures, and regulations.
- Ability to provide prompt, courteous and accurate assistance and clear and concise communication to internal and external stakeholders both verbally and in writing.
- Ability to work and cooperate with others in a team environment.
- Ability to manage multiple tasks.
- Ability to stand/sit/move with no physical limitations or aids to perform activities such as retrieve/replace files in a large file system for boxes up to 30 lbs.
- Ability and willingness to travel 5% of the time, primarily within the State of Texas.
- Ability to operate a vehicle (state or personal) for state business and maintain a driver's license and driving record that complies with state and agency requirements.
- Ability to work days that may exceed 8 hours, including early mornings, nights, and weekends.
- Ability to train others.
- Ability to lead and prioritize the work of others.
- Ability to work accurately with numerical details in a fast-paced, high-volume setting.
- Ability to analyze and interpret financial data.
- Ability to communicate effectively both verbally and in writing.

### **Remarks**

- Copy of required academic transcripts and/or licensures and driving record must be submitted at the time of hire. Failure to provide required documentation will result in no further consideration for employment.
- Important Notice: Otherwise qualified candidates who are ultimately considered for potential employment with the Texas Water Development Board may be the subject of a request for any criminal history record information maintained by the Texas Department of Public Safety (DPS). Evidence of a criminal conviction or other relevant information obtained from the DPS shall not automatically disqualify an individual from employment with the Texas Water Development Board.